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DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350-1000

SECNAVINST 5603.2D  
SUP 10  
08 MAR 1993

SECNAV INSTRUCTION 5603.2D

From: Secretary of the Navy  
To: All Ships and Stations

Subj: PRINTED MATTER FOR OFFICIAL CEREMONIES

Ref: (a) NAVSO P-35  
(b) SECNAVINST 5600.20 (NOTAL)  
(c) SECNAVINST 5602.6A  
(d) OPNAVINST 5218.7A (NOTAL)

Encl: (1) Official Ceremonies  
(2) Specifications for Printed Materials  
(3) Materials Available through the Navy Supply System  
(4) Materials Available through the Marine Corps Supply System

1. Purpose. To revise and reissue use policy and production regarding subject materials.

2. Cancellation. SECNAV Instruction 5603.2C.

3. Scope. Printed matter required to conduct official ceremonies as described in enclosure (1) is limited to the items and insignia listed in enclosures (2), (3), and (4), unless the material is for the Secretary of the Navy, the Under Secretary, the Assistant Secretaries, the Chief or Vice Chief of Naval Operations, and the Commandant or Assistant Commandant of the Marine Corps.

4. Policy

a. Expenditure of accountable public funds, as defined in reference (a), for subject materials is authorized.

b. Ceremonial printing shall be produced or procured in all cases by the Defense Printing Service (DPS) per reference (a).

c. The printing specifications contained in enclosure (2) are considered to provide suitable materials, not only adequate but sufficient for the intended purpose.



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5. Action

a. Addressees shall take such action as may be necessary to ensure compliance with the provisions of this directive.

b. Defense Printing Service Detachment Office, Pentagon. Produce or procure the items shown in enclosures (3) and (4) for stocking at the Naval Aviation Supply Office (ASO) and the Marine Corps Supply System. Maintain all required printing specifications for these items. The thermographic process is authorized where circumstances permit subject printing to be produced more economically and expeditiously with this process. Embossing or engraving processes are prohibited.

6. Availability. Invitations with envelopes, place cards, and note paper with second sheets and envelopes, as shown in enclosures (3) and (4), are available only through ASO and the Marine Corps Supply System and are not to be produced locally. Order enclosure (3) items per the Navy Stock List of Publications and Forms, NAVSUP Publication 2002D. Order enclosure (4) items per the Marine Corps Stock List, SL-8-09993A, Special List for Blank Forms and Miscellaneous Printed Items.



Edward C. Whitman  
Deputy Assistant Secretary of the Navy  
(C4I/EW/Space)

**Distribution:**

SNDL Parts 1 and 2  
MARCORPS PCN 71000000000 and 71000000100  
NAVSUP (SUP 3231), Rm 517, CM3 (50 copies)  
FKM27 (25 copies)  
SECNAV/OPNAV Directives Control Office  
Bldg 200, WNY  
Washington, DC 20374-5074 (20 copies)

**Stocked:**

Naval Publications and Forms Directorate  
Physical Distribution Division Code 103  
5801 Tabor Avenue  
Philadelphia PA 19120-5099 (500 copies)

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OFFICIAL CEREMONIES1. Scope

a. Ceremonies qualifying for the use of printed material at public expense are those approved as official and necessary for conducting public business.

b. Standard ceremonies considered to be official are ship christenings; commissionings and decommissionings of ships, activities, or air squadrons; transfers of ships to other nations; cornerstone ceremonies and building dedications; memorial services, changes of command; military reviews, and military school graduations. Other ceremonies not specifically addressed in this directive may qualify as official; this determination will be made by the Director of the local Defense Printing Service (DPS) component in accordance with reference (a) policy regarding essentiality and necessity.

2. Retirement Ceremonies

a. When coincident with a change of command, a retirement ceremony is official, and accountable public funds may be used for printed materials.

b. A military retirement not coincident with a change of command may be judged official by the senior military officer within the immediate activity concerned in those instances where the activity authorizes and funds an official retirement ceremony. When so determined in writing by the senior military officer to the local DPS component, accountable public funds may be used for printed materials.

c. Official announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage. An invitation to a related reception immediately following such ceremonies may be included in the official mailing of the announcement if it does not result in any increase in cost to the Government and does not include an advertisement for or endorsement of any enterprise. See chapter 3, paragraph P(9), of DOD 4525.8-M, DOD Official Mail Manual.

3. Luncheons, Dinners, and Receptions

a. Where heads of activities are required to entertain officially in the interests of the Department of the Navy (e.g., to foster good relationships with foreign nations, to promote good community relations through public affairs-approved programs, or to honor dignitaries), the event is considered a matter of official business. Accountable public funds are authorized for printed materials, and official mailing.

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b. Luncheons, dinners, and receptions that are not of the character described immediately above are considered to be social functions, even when held in conjunction with official ceremonies. Accountable public funds are not authorized for printed materials related to such functions. Except as noted in subparagraph 2c above, the inclusion of information regarding an unofficial social function in an invitation to or announcement of an official ceremony renders the latter ineligible for official mailing.

4. Navy Balls. Unless specifically sanctioned by the Secretary of the Navy or the Chief of Naval Operations, Navy Balls are social, not official functions, and accountable public funds may not be used to defray printing costs.

5. Dining-In Ceremonies. The military dining-in is a social occasion, financed entirely by the officers attending the function, either by a direct payment or by the Mess Fund. The price charged for the dining-in includes the cost of miscellaneous expenses such as decorations, printing, and postage. Accountable public funds may not be used to produce printed materials for such occasions.

6. Military Assistance Program and Security Assistance Program. Ceremonial printing produced or procured in the Military Assistance Program, where the funds are those of the Federal Government, shall comply with the standards set forth herein. Ceremonial printing required in the Security Assistance Program, where the funds are those of another government, may be produced in a DPS facility provided that funds of the other government, in sum equal to the reimbursable cost, are first deposited to the Defense Business Operation Fund. In such cases, the work produced must comply with these standards. The recipient government may of course procure required printing from commercial sources without regard to these standards.

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SPECIFICATIONS FOR PRINTED MATERIALS1. Programsa. Paper Stock

(1) Separate Covers. White and colored, Substance 65-pound "Vellum Finish Cover" (JCP L20), or equivalent.

(2) Text Pages and Self-Covers. White, Substance 60-pound "Offset Book" (JCP A60), or equivalent.

b. Colors of Ink. Not more than two colors of ink may be used for printing program covers, and not more than one color of ink may be used for printing text pages. The approved Navy and Marine Corps ink colors are shown in the DON Graphic Design Standards, reference (b).

c. Trim Size. 5-1/2 x 8-1/2 or 8-1/2 x 11 inches.

d. Typography. The four Department typefaces designated by reference (b)--Melior, Impressum, Times Roman, and Helvetica--or equivalent, are to be used.

e. Binding Method. Stitch.

f. Illustrations

(1) Use is limited to such matters as are appropriate to the ceremonial occasion (e.g., a photograph of a ship or a command building). Reference (a) paragraph 3-111 provides definitive guidance on the use of illustrations.

(2) The Official Activity Seal (Navy), or the Marine Corps Publications Emblem, required by reference (b), is the appropriate device to be printed on the front cover of a ceremonial program to indicate its official character. An activity symbol, insignie, or other emblematic device may also be used on the front cover, as long as its size does not exceed that of the Official Activity Seal or the Marine Corps Publications Emblem. An activity emblem may be used freely as a decorative or distinguishing device on the interior pages and/or back cover of the program.

g. Embellishments such as stair-step pages and commemorative metalphoto tags contribute unnecessary expense to the printing of programs and are prohibited. Tassels, however, may be procured and added by users, but are to be obtained as items of commercial supply per DON procurement regulations.

Enclosure (2)

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## 2. Invitations

### a. Availability

(1) Invitations, in the styles and quantities shown in enclosures (3) and (4), are available as indicated in paragraph 6 of the basic instruction.

(2) The Commandant of the Marine Corps, per Marine Corps Order 5600.31, provides a policy whereby officers at the 0-6 level, but including the Sergeant Major of the Marine Corps, may obtain approval on a case basis to use an invitation with the Marine Corps Emblem.

### b. Insignia Colors

(1) Navy Invitations. Blue flags with white stars and white flags with blue stars (each with gold staff and halberd); red, white, and blue Navy Ship Commission Pennant with gold staff; gold commissioned officer's cap device; and gold Military Sealift Command seal.

(2) Marine Corps Invitations. Red flags with white stars, each with gold border and gold spear.

c. Trim Size. 5-3/8 x 4-1/4 inches.

d. Typography. A script type style is approved for use on invitations and RSVP cards only.

e. Color of Ink. Black.

### f. Envelopes

(1) Furnished. Plain 5-3/4 x 4-3/8-inch envelopes are furnished with invitations.

(2) Typography. In accordance with reference (c) requirements, Heavy Plate Gothic or Copperplate Heavy typeface will be used for official return address, and penalty phrase.

(3) Color of Ink. Black.

## 3. Place Cards

a. Availability. Place cards are available as indicated in paragraph 6 of the basic instruction, in the styles and quantities shown in enclosures (3) and (4).

b. Insignia Colors. As indicated for invitations.

c. Trim Size. Face dimensions of 3-1/8 x 2-1/16 inches, die-cut and scored for folding to stand upright.

4. RSVP Cards

a. Paper Stock. White, Substance 110-pound "Index" (JCP K10), or equivalent.

b. Color of Ink. Black.

c. Trim Size. 5 x 3-1/2 inches.

d. Typography. To match type style of invitations.

e. Postage. For mailing purposes one side will be printed to conform with the Business Reply Format required by reference (d).

5. Collateral Items. Additional printed materials, such as gate and parking passes, locator maps, seat assignment cards, and inclement weather cards, may be required to conduct a ceremonial event. Check the availability of passes and maps at security or public affairs offices to avoid unnecessary printing. Where printing of additional items is required, it shall be done in the most economical method possible.

6. Note Paper

a. Availability. Note paper is available as indicated in paragraph 6 of the basic instruction, in the styles and quantities shown in enclosures (3) and (4).

b. Insignia Colors. As indicated for invitations, including Department of the Navy Senior Executive Service seal in gold.

c. Trim Size. 7 x 8-1/2 inches.

d. Overprinting. Any required overprinting is limited to position title and complete mailing address.

e. Punctuation. Addresses on official note paper must contain no punctuation, except for the hyphen in the ZIP plus four code.

f. Typography. Heavy plate Gothic or Copperplate Heavy typeface in conformance with reference (c).

g. Colors of Ink. Black or blue, Pantone Matching System (PMS) 287. Note paper and envelopes should be printed in the same color.

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h. Envelopes

(1) Furnished. Plain 7-3/8 x 4-3/4-inch envelopes are furnished with note paper.

(2) Typography. As indicated in paragraph 2f(2) of this enclosure.





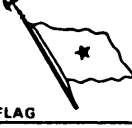






(3) Colors of Ink. Black or blue, PMS 287, for official return address, official mailing, and penalty phrase.



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# CEREMONIAL MATERIALS

Available through the Navy Supply System

INSIGNIA	FOR USE BY	Invitations (with Envelopes)	Place Cards	Note Paper (with Second Sheets and Envelopes)
		Form No. Unit of Issue Stock No.	Form No. Unit of Issue Stock No.	Form No. Unit of Issue * Stock No.
 ONE STAR BLUE FLAG	Flag Officers (Unrestricted Line)	NAVSO 10460/34 250 To A Box 0104-LF-910-2330	NAVSO 10460/35 250 To A Pkg 0104-LF-910-2340	NAVSO 10460/36 500 To A Box 0104-LF-910-2351
 TWO STAR BLUE FLAG	Flag Officers	NAVSO 10460/2 250 To A Box 0104-LF-910-2011	NAVSO 10460/3 250 To A Pkg 0104-LF-910-2021	NAVSO 10460/4 500 To A Box 0104-LF-910-2031
 THREE STAR BLUE FLAG	Flag Officers	NAVSO 10460/6 250 To A Box 0104-LF-910-2051	NAVSO 10460/7 250 To A Pkg 0104-LF-910-2060	NAVSO 10460/8 500 To A Box 0104-LF-910-2071
 FOUR STAR BLUE FLAG	Flag Officers	NAVSO 10460/10 250 To A Box 0104-LF-910-2091	NAVSO 10460/11 250 To A Pkg 0104-LF-910-2100	NAVSO 10460/12 500 To A Box 0104-LF-910-2110
 ONE STAR WHITE FLAG	Flag Officers (Restricted Line and Staff Corps)	NAVSO 10460/37 250 To A Box 0104-LF-910-2360	NAVSO 10460/38 250 To A Pkg 0104-LF-910-2370	NAVSO 10460/39 500 To A Box 0104-LF-910-2380
 TWO STAR WHITE FLAG	Flag Officers	NAVSO 10460/14 250 To A Box 0104-LF-910-2131	NAVSO 10460/15 250 To A Pkg 0104-LF-910-2141	NAVSO 10460/16 500 To A Box 0104-LF-910-2151
 THREE STAR WHITE FLAG	Flag Officers	NAVSO 10460/18 250 To A Box 0104-LF-910-2170	NAVSO 10460/19 250 To A Pkg 0104-LF-910-2180	NAVSO 10460/20 500 To A Box 0104-LF-910-2191
 COMMISSION PENNANT	** Commanding Officers of Destroyer-type and Larger Combatant Ships including Fleet Ballistic Missile Submarines and Amphibious Force Flagships (AGCs); Squadron and Flotilla Commanders	NAVSO 10460/22 250 To A Box 0104-LF-910-2211	NAVSO 10460/23 250 To A Pkg 0104-LF-910-2221	NAVSO 10460/24 500 To A Box 0104-LF-910-2232
 CAP DEVICE	** Commanding Officers of Shore-based Activities; Squadron and Flotilla Commanders; Naval Attaches; US Naval Liaison Officers; Chiefs of Naval Missions and other Diplomatic Duty Missions; Diplomatic Duty Intelligence Officers	NAVSO 10460/26 250 To A Box 0104-LF-910-2250	NAVSO 10460/27 250 To A Pkg 0104-LF-910-2260	NAVSO 10460/28 500 To A Box 0104-LF-910-2271
 MSC SEAL	Civilian Masters of MSC Ships	NAVSO 10460/30 250 To A Box 0104-LF-910-2290	NAVSO 10460/31 250 To A Pkg 0104-LF-910-2300	NAVSO 10460/32 500 To A Box 0104-LF-910-2310
 DEPARTMENTAL SES SEAL	Civilian Executives of the Senior Executive Service			NAVSO 10460/33 500 To A Box 0104-LF-910-2320

\* The unit of issue on second sheets is 50 per box.






\*\* Squadron and Flotilla Commanders may order either the pennant or cap device, whichever is considered appropriate.

Enclosure (3)

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**CEREMONIAL MATERIALS**

Available through the Marine Corps Supply System

INSIGNIA	ISSUE TO	INVITATIONS	INVITATIONS	ENVELOPES	PLACE CARDS	NOTE PAPER	SECOND SHEETS	ENVELOPES
		(PRINTED)	(PLAIN)	(INVITATIONS)				(NOTE PAPER)
		STOCK NO.	STOCK NO.	STOCK NO.	STOCK NO.	STOCK NO.	STOCK NO.	STOCK NO.
		UNIT OF ISSUE	UNIT OF ISSUE	UNIT OF ISSUE	UNIT OF ISSUE	UNIT OF ISSUE	UNIT OF ISSUE	UNIT OF ISSUE
	BRIGADIER GENERAL		0000-999-0015	0000-999-0040	0000-999-0050	0000-999-0080	0000-999-0110	0000-999-0120
			250	250	250	250	250	250
	MAJOR GENERAL	0000-999-0020	0000-999-0025	0000-999-0040	0000-999-0060	0000-999-0090	0000-999-0110	0000-999-0120
		250	250	250	250	250	250	250
	LIEUTENANT GENERAL	0000-999-0030	0000-999-0035	0000-999-0040	0000-999-0070	0000-999-0100	0000-999-0110	0000-999-0120
		250	250	250	250	500	500	500
	ACMC ASSISTANT CMC	SPECIAL ORDER	SPECIAL ORDER	0000-999-0040 250	SPECIAL ORDER	SPECIAL ORDER	0000-999-0110 500	0000-999-0120 500
	COMMANDANT MARINE CORPS	SPECIAL ORDER	SPECIAL ORDER	0000-999-0040 250	SPECIAL ORDER	SPECIAL ORDER	0000-999-0110 500	0000-999-0120 500